



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

September 9, 2016

Job # 2016-040

PLEASE POST
ANTICIPATED OPENING

POSITION : Activities Coordinator/Minority Outreach Worker (Grant Funded Position)
Council On Aging Office/Citizen Center

HOURS OF WORK: 19 hours per week (schedule to be determined)
(Not eligible for benefits)

SALARY: \$15.96 - \$16.45 per hour* (*Conditional on Grant Funding)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

To contact Hispanic elders residing in Haverhill, identify their needs, inform/link elders (and their families) with community services, and serve as a liaison between the Hispanic community and the Haverhill Council On Aging.

SUPERVISION RECEIVED:

Director, Haverhill Council On Aging; Program/Volunteer Coordinator

DUTIES AND RESPONSIBILITIES:

- 1) To contact and link Hispanic elders with community based services (i.e., homemakers, Meals on Wheels, health clinics and social agencies) in order to help them to remain in the community.
- 2) To serve as a liaison for the Haverhill Council On Aging with the Hispanic community by doing outreach to promote the program in an effort to encourage new participants to the Center. This includes doing publicity using various formats (radio programs, news releases, brochures, posters, etc.)
- 3) To encourage and assist Hispanic elders to feel comfortable by empowering them to participate in the activities (i.e., social, health, recreational, fitness, educational, nutritional, etc.) offered by the Haverhill Council On Aging.
- 4) To provide information and assistance through one on one counseling, educational programs, community liaison efforts, using various media outlets, translating informational literature into Spanish, writing a Spanish column for the COA monthly newsletter, etc.
- 5) To cooperatively interact with and provide support
- 6) To comply with COA employment policies and procedures regarding performance (i.e., keeping records on activities conducted and numbers of assists made
- 7) To meet with the Director on a regular basis to communicate activities and receive/offer suggestions/recommendations.
- 8) Other related duties as assigned by the Director of the Council On Aging.

(over) ➡



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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM REQUIREMENTS:

Must be bilingual/bicultural. High school degree required. Basic knowledge of community services available for the elderly. Ability to communicate clearly and provide precise verbal and written instruction to individuals at different levels of understanding in individual and group situations. Ability to effectively coordinate group activities. Mature judgment, detail oriented and ability to work independently. Strong organizational, interpersonal, team, and supervisory skills. An interest in, awareness of, and sensitivity to elders needs and concerns as well as an ability and desire to work with the elderly. Sense of humor, creativity, and patience. Willingness and ability to attend training sessions. Experience in a Human Services Agency desirable. Knowledge of municipal governmental policies and area services for the elderly desirable. Demonstrated advocacy, media and public relations skills desirable. Attendance is mandatory.

PHYSICAL REQUIREMENTS:

Ability to walk or stand continuously throughout the day. Frequent movement in and out of offices. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. May be required to attend meetings outside of City buildings. While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments. Attendance is mandatory.

CLOSING DATE:

WEDNESDAY, SEPTEMBER 21, 2016

SUBMIT RESUME AND APPLICATION TO:

Denise McClanahan, HR Director
City of Haverhill-HR Department
4 Summer Street, Room #306
Haverhill, MA 01830

"THE CITY OF HAVERHILL IS AN EEO/AA/ADA EMPLOYER"

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2016-040 WHEN APPLYING ONLINE.